

Miles City Job Fair 2011

Miles Community College Centra – Thursday, March 17, 2011 - Noon to 5 p.m.

Company Name _____ Contact Person _____

Address _____ Telephone _____ Fax _____

City _____ State _____ Zip _____ Cell Phone _____ Email _____

WE PROVIDE:

- Conference Table in an 8 foot space
- 2 chairs
- Wi-Fi Connection
- Refreshment Booth

YOU NEED:

- Table Covering
- Recruitment materials
- Promotional Items
- Educational literature
- Electrical cords if needed for displays

Special Services Available (check all that apply):

- ☐ We need electrical outlets for our booth
- ☐ We do NOT need a table – we have a floor display or will bring our own table.
- ☐ We need a Wi-Fi Connection

Please identify display size and any other special needs to help us in assigning booths (such as height requirements, pairing up with another exhibitor, etc.): _____

Booths/Exhibits:

Registration fee is \$30. The installation of booths/exhibits begins at 10 a.m. on March 17, 2011 and must be paid in full with set up complete by Noon. **Businesses must have their displays in place until the final closing time of the Fair to allow all Job Seekers the opportunity to visit the complete fair.** It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment, training and assistive services shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited. **Exhibitors needing to cancel must do so by March 10, 2011 to receive a full refund. Cancellations received after that date will forfeit their refund.**

Please mail this form and payment of \$30 back to:

(Checks should be made payable to **MILES COMMUNITY COLLEGE**)



Kassie Taylor
Miles Community College
2715 Dickinson St.
Miles City, MT 59301



For planning purposes, please RSVP to us by March 10, 2011.

Thank you!